

Lewisboro Library Board

May 28, 2020 Virtual Special Meeting Minutes

Board members present: Nancy Euchner, Rich Sklarin, Colleen McLafferty, Kevin Fitzmartin, Peter Rose, Melissa LeSavage, Andrew Tedder, Elena Dunn, Priscilla Luckow, Jay Luzzi

Board members absent: Jenn Cayea, Linda Press Wolfe

Others present: Cindy Rubino- Library Director, Kathy Iglesias, Anna Moser, Liz Gabriele, Marianne Pei, Jessica Leibman from Record Review

Meeting called to order at 7:36 pm

The purpose of this special meeting was for the Director to report on the plans for the upcoming re-opening phases of the library. Cindy sent documents to all board members outlining the details of each phase. Phase 1 to begin on June 15. Discussion about how book pick up would work. To minimize contact, patrons will make appointments and pick up books on table outside library on post office side.

In Phase 2, summer online reading programs begin. In Phase 3 the library will begin to admit a limited number of patrons inside the building. Limited seating available as well as limited computers. Phase 4 will have a growth of services. There is no timeline given yet as to when each phase will begin. Cindy will reach out to Peter Delucia as a representative of the Board of Health to review the plans to ensure safety measures are as detailed and thorough as possible.

Motion made by Colleen to approve the reopening safety plans created by Cindy for Phases 1 and 2, as well as the tentative plans for Phases 3 and 4. Seconded by Peter. 9 yeas. 1 abstention by Rich. Motion passed.

Discussion about cleaning schedule of library. The cleaning schedule approved was the regular twice weekly cleaning of the building plus the touch surface disinfecting service once a week.

Kathy described the plans to acquire tempered glass panels which will be installed on top of circulation desk to provide a barrier between staff and public. Estimated cost would be between \$4000-\$5000 and would be paid for from the capital fund. Motion made by Rich to approve payment for the panel installation and accoutrements in the amount up to \$6000. Colleen seconded. 9 yeas. Jay a nay. Motion passed.

Discussion of library summer programming and purchasing of prize incentives. Motion made by Rich to approve the proposal to spend for prizes and supplies for summer programming up to the amount of \$2500. Seconded by Kevin. Unanimously passed.

Cindy reported that the Father's Day raffle for the grill went live today with a new button created by Kathy on the website. 36 tickets sold so far. Liz and Nancy are working on June direct appeal letter.

Nancy reported the Fair Chair meeting will take place on June 1 at 7:30pm via Zoom. Reminder to all trustees to write thank you notes to donors.

Next Board meeting June 10 at 730pm. Meeting adjourned at 9:22pm.

Minutes recorded by Elena Dunn